



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
10/20/97

REVISION
3

PAGE
F9-100.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

TELEPHONE SERVICES

- A. UTD and Callier: Telephone services are provided by the Telecommunications Director and his/her staff located in the Multi-Purpose Building, Room 3.204.

UTD telephone operators can be contacted:

1. By dialing "2111" from an on-campus telephone.
2. By dialing (972) 883-2111 from an off-campus telephone.

Telephone operators are on duty Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., except holidays (see current UTD holiday schedule). At other times, calls are forwarded to the UTD Audio News for a prerecorded message.

- B. Credit Cards: Telephone credit cards are issued by the Telecommunication Staff, ext. 2700, through written authorization by account managers.
- C. Long Distance Calls: Personal toll calls shall not be charged to institutional telephones.